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ABSTRACT

Based on the annual reports filed by private employers indicating the sex and racial/ethnic make-up of their employees, employment statistics were gathered by sex for each of nine major occupational categories and for each of four minority groups: Blacks, Hispanics, Asian Americans, and American Indians. In 1975, individual reports were filed for some 150,000 establishments employing 29.9 million persons. These employees included 4.9 million minority group members and 11.1 million women. Blacks were 10.7% of private industry's workers; Hispanics, 4.3%; Asian Americans, 0.9%; and American Indians, 0.3%. Relatively large proportions of the Asian American and Black employees were women. In every one of the white-collar occupations, Blacks and Hispanics were underrepresented. Asian Americans were well-represented in many of the white-collar occupations, particularly as professionals and technicians, but underrepresented in managerial participation, sales positions, and in every blue-collar occupational category. American Indians exceeded their total participation rate in each of the blue-collar and service job categories. Women constituted 37.1% of all private sector employees reported, but were underrepresented in the higher earning white- and blue-collar jobs. Instead they accounted for 80% of the clerical workers and more than one-half of the service employees. (BM)

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U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
2401 E Street, N.W.
Washington, D. C. 20506

MINORITIES AND WOMEN IN PRIVATE INDUSTRY 1975

AN ANALYSIS OF EEO-1 EMPLOYMENT

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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Prepared by
Kathleen A. McMillan

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FOREWORD

Since 1966 the Commission has collected and disseminated data from private employers on the race/ethnic group and sex characteristics of their work forces. Each year we have observed inequities in the employment of minorities and women. In this report on 1975 EEO-1 employment, we find again that these groups are underrepresented in the better paying job categories and industries, and are instead concentrated in less desirable positions.

Minorities and women have improved their employment status over the years, but progress has been slow. Monitoring the performance of private employers is one of the Commission's means of ensuring that improvements continue to be made.

Ethel Bent Walsh
Vice Chairman

ACKNOWLEDGEMENTS

This report was prepared in the Research Division by Kathleen A. McMillan, Social Science Research Specialist, under the general guidance of Frank A. Haughton, Chief Supervisory Economist and under the direct supervision of Sarah F. Leiter, Supervisory Economist. Joan Hannan edited the manuscript. Joy C. Phillips and Isabelle T. Richardson of the secretarial staff in the Research Division typed the report for publication.

Melvin Humphrey
Director
Research Division

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HIGHLIGHTS OF THE EQUAL EMPLOYMENT OPPORTUNITY REPORT

*** In 1975, 35,500 employers filed individual EEO-1 reports providing data regarding the occupation, sex, and race/ethnic group of 29.9 million persons employed in private industry in the United States. These workers, employed at 150,000 establishments, constituted nearly one of every two private nonfarm workers in the nation.

*** Blacks were 10.7 percent of the EEO-1 reported employees; Hispanics, 4.3 percent; Asian Americans, 0.9 percent; and American Indians, 0.3 percent. Women workers numbered 11.1 million, or 37.1 percent of the reported private sector employees.

*** White men, to the disadvantage of minority males and all women, held a disproportionate share of the official/managerial positions in private industry. White men held 82 percent of the jobs in this important occupational category, although they comprised only 53 percent of the reported workers.

*** There is an inverse relationship between female participation rates and earnings. With few exceptions, women were underrepresented in those industries where earnings were above average. In industries where women had high rates of participation, earnings were below average.

*** Because of the large proportion of clerical positions at headquarters establishments and the overrepresentation of women in these positions, the participation rate of women at headquarters units was higher than in all reporting establishments. Black and Hispanic workers constituted smaller proportions of headquarters employees than they did of employees at all EEO-1 reporting units.

*** Blacks generally were employed in increasingly large proportions as the size of reporting establishments increased. For women, participation rates dropped sharply in the larger-size establishments. These establishments tend to be concentrated in manufacturing, particularly durable goods, and in transportation, and utilities, where sex-stereotyping has restricted employment opportunities for women.

INTRODUCTION

Nature of the Survey

The Equal Employment Opportunity Commission (EEOC) administers Title VII of the Civil Rights Act of 1964 which prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin. EEOC is empowered by Title VII to require such reports as are reasonable, necessary, or appropriate for the enforcement of the Act. In this connection, private employers have been required since 1966 to file annual reports indicating the sex and racial/ethnic makeup of their employees. This requirement is fulfilled with the filing of the "Employer Information Report, EEO-1". The EEO-1 provides employment statistics by sex, for each of nine major occupational categories and for each of four minority groups: blacks, Hispanics, Asian Americans, and American Indians.

The Commission's EEO-1 data are the only source of current comprehensive statistical information on the employment of minorities and women in private industry, by occupational categories, for the United States, States, Standard Metropolitan Statistical Areas, counties, cities with populations of 50,000 or more 1/, and for numerically small minority groups (Asian Americans and American Indians). These data are a unique tool for use by the Commission in its own compliance, research, litigative, and educational efforts, as well as by other Federal, State, and local agencies, nongovernmental organizations, and private researchers concerned with equal employment opportunity.

Reporting Requirements and Coverage

In 1975, every private employer subject to Title VII and having 100 or more employees was required to file an EEO-1, unless that employer was a primary or secondary school system, an institution of higher education, an Indian tribe, or a tax-

1/ Data for smaller cities and towns which are in New England SMSA's are also available.

exempt private membership club other than a labor organization. Those federal contractors having 50 or more employees and contracts of at least $50,000 were also required to file in 1975. While each single-establishment employer submitted only one EEO-1 report, those employers of 100 or more persons whose business was conducted at more than one location were required to submit a company-wide consolidated report, a headquarters report, and individual reports for each establishment with 25 or more workers. Employment figures could be for any pay period in January through May 1975. Some employers were permitted to report 1974 year-end figures.

In 1975, a total of 35,500 employers with 32.7 million employees filed EEO-1 reports. Employers submitted, as appropriate, individual establishment and headquarters reports for 150,000 reporting units and 29.9 million workers. These 29.9 million employees constituted almost half of all private, non-farm workers in the nation.

Based on a comparison with 1975 annual average employment as reported by the Bureau of Labor Statistics (BLS), EEO-1 coverage among industry divisions ranged from 81 percent in durable goods manufacturing to 15 percent in contract construction. It is estimated that data regarding 8 percent of the nation's 1.3 million wage and salary agriculture workers were reported to EEOC. 2/ (See table A.)

The exclusion of employers of less than 100 persons from EEO-1 reporting requirements has a differential impact on EEO-1 coverage among the industries. So too does the requirement that multi-establishment employers of 100 or more file individual establishment reports for only those establishments with 25 or more workers. Industries, such as agriculture, construction, trade, and services are characterized by small employers and/or small establishments, and thus have particularly low coverage compared with manufacturing or transportation/communication/public utilities. Construction and agriculture coverage is further diminished by the exclusion from reporting requirements of those workers employed for a specified period of time or only for the duration of a specified job.

2/ U.S. Department of Labor, Employment and Training Report of the President, 1976.

Table A. Comparison of EEO-1 and BLS Employment, United States, 1975

Industry	Employment (000) EEO-1	Employment (000) BLS 1/	EEO-1 as a Percent of BLS
Total	29,945	NA	NA
Private, nonagricultural	29,839	62,212	48.0
Mining	435	745	58.4
Construction	520	3,457	15.0
Manufacturing	14,075	18,347	76.7
Durable goods	8,597	10,679	80.5
Nondurable goods	5,477	7,668	71.4
Transportation, communication and public utilities	3,316	4,498	73.7
Trade	5,119	16,947	30.2
Wholesale	1,196	4,177	28.6
Retail	3,923	12,771	30.7
Finance, insurance and real estate	2,133	4,223	50.5
Services	4,242	13,995	30.3
Agriculture	106	NA	NA

1/ Data are annual averages.

NA = Not available.

Source: U.S. Equal Employment Opportunity Commission and U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, March 1976.

Limitations of the Survey

The users of EEO-1 data should be aware of the limitations in the EEO-1 reporting system which are set forth below.

1. Although EEOC has jurisdiction over employers of 15 or more persons, the "Employer Information Report, EEO-1" is required only of private employers of 100 or more persons. Multi-establishment employers file individual reports for each establishment with 25 or more persons. The data thus available to the user are less comprehensive for those industries characterized by small employers and/or small establishments.

2. The term "employee" does not, for reporting purposes, include temporary or casual employees hired for a specified period of time or for the duration of a specified job. Coverage of the construction industry, therefore, is limited. In addition to construction workers, agricultural workers and longshoremen tend to be excluded by this definition.

3. Because of the unique racial and ethnic make-up of the population of Hawaii, establishments in that State supplied data only with regard to the sex of employees. Information was not requested for any of the racial/ethnic categories. As a result, employment data for establishments in Hawaii have been excluded from all aggregations of EEO-1 data included in this report.

POPULATION AND LABOR FORCE

Population

According to the 1970 Census, racial minorities accounted for 12.5 percent of the nation's 203.2 million persons. Among the racial groups, blacks numbered 22.6 million or 11.1 percent of the enumerated population; members of Japanese, Chinese, and Filipino races, 0.7 percent; and American Indians, 0.4 percent. The Census count of the Spanish ethnic group (which is also included in the racial counts) was 4.6 percent. Women were 51.3 percent of the total population. However, their proportion among the various racial and ethnic groups ranged from 44.8 percent of the Filipino population to 54.1 and 52.4 percent of the Japanese and black populations, respectively.

It is estimated that by 1975 the black and Spanish proportions of the nation's population had increased slightly to 11.5 percent for blacks 3/ and, somewhat more significantly, to 5.3 percent for Hispanics. 4/ Post-Census data are not available for Asian Americans or American Indians.

Labor Force

Racial/ethnic minority groups and women constitute different and often smaller proportions of the civilian labor force than they do of the total population. (The civilian labor force includes all persons 16 years of age and over who either are employed or unemployed but available for and actively seeking work.)

3/ U.S. Bureau of the Census, Current Population Reports, P-25, No. 614, "Estimates of the Population of the United States, by Age, Sex, and Race: 1970 to 1975".

4/ U.S. Bureau of the Census, Current Population Reports, P-20, No. 290, "Persons of Spanish Origin in the United States: March 1975".

Among the reasons for these differences are smaller proportions of persons of working age among some racial/ethnic groups, personal and societally-induced preferences regarding work, and employment discrimination. For these reasons, the labor force is a better estimate of the available labor supply than population. The civilian labor force is used in this report as a standard for the comparison of employment of minorities and women. It should be emphasized, however, that the labor force is fluid and expands or contracts in response to rising or declining job opportunities or to changing attitudes toward work.

The civilian labor force in the United States in 1975 averaged some 93 million persons, of whom 9.9 percent were black and 4.4 percent were persons of Spanish origin. Women

Table B. Civilian Labor Force, Unemployed, and Discouraged Workers by Race/Ethnic Group/Sex, United States, 1975

	Civilian Labor Force (CLF)	Unemployed	Discouraged Workers
Total - Number (000)	92,613	7,830	1,082
Percent	100.0	100.0	100.0
Men	60.1	56.0	33.4
Women	39.9	44.0	66.6
White	88.6	81.4	71.7
Black and other non-white races	11.4	18.6	28.3
Black	9.9	17.1	NA
Persons of Spanish origin 1/	4.4	6.3	NA

1/ Data on persons of Spanish origin are tabulated separately, without regard to race. Persons of Spanish origin, therefore, are also included in data for blacks and whites. According to the 1970 Census, approximately 96 percent of the Spanish origin population was white.

NA = Not available.

Source: U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, January 1976.

constituted four of every ten labor force participants. Women and minorities accounted for disproportionately smaller shares of the employed and larger shares of the unemployed. Women were 44.0 percent of all unemployed persons; blacks, 17.1 percent; and persons of Spanish origin, 6.3 percent. These groups accounted for even larger proportions of the country's discouraged workers. Discouraged workers are those individuals, not considered part of the labor force, who want to work but are not actively seeking employment because they believe they will be unable to find a job. It is estimated that discouraged workers averaged 1.1 million in 1975, that two-thirds of these persons were women, and that 28.3 percent were blacks or members of other racial minorities. The relatively small number of discouraged workers, however, would not significantly affect statements on the far larger civilian labor force figure if included in that count.

EEO-1 EMPLOYMENT OF MINORITIES AND WOMEN

In 1975, individual EEO-1 reports were filed for some 150,000 establishments employing 29.9 million persons. These employees included 4.9 million minority group members and 11.1 million women. Blacks were 10.7 percent of private industry's workers; Hispanics, 4.3 percent; Asian Americans, 0.9 percent; and American Indians, 0.3 percent. Women workers were 37.1 percent of those reported in the survey.

Relatively large proportions of the Asian American and black employees were women. They comprised 48.2 percent of total reported Asian American employment and 42.4 percent of black employment. Hispanic and white women constituted only 36.0 and 36.4 percent of their respective employee populations, and American Indian women, 36.9 percent.

Occupational Distribution 5/

According to 1975 EEO-1 reports, women were occupationally disadvantaged as compared with men. (See table C.) Two of

5/ Occupational distribution is the percent distribution of all employees or any specified group of employees among the occupational categories.

Table C. Occupational Distribution of EEO-1 Employees by Race/Ethnic Group/Sex, United States, 1975

Race/Ethnic Group/Sex	Total		Off. & Mgrs.	Profes-sionals	Techni-cians	Sales Workers	Off. & Cler. Workers	Craft Workers	Opera-tives	Laborers	Service Workers
	Number	Percent									
Total Employment	29,944,509	100.0	10.6	8.1	4.8	8.8	16.3	13.5	21.6	8.3	7.9
Men	18,821,545	100.0	14.5	9.1	5.1	7.3	5.1	19.9	24.0	9.1	5.9
Women	11,122,964	100.0	4.0	6.6	4.3	11.3	35.3	2.6	17.6	6.8	11.4
White	25,079,212	100.0	12.0	9.0	5.1	9.5	16.7	14.2	20.2	6.8	6.6
Men	15,944,372	100.0	16.3	10.0	5.5	7.9	5.2	20.8	22.3	7.3	4.7
Women	9,134,840	100.0	4.5	7.2	4.4	12.3	36.9	2.5	16.5	5.9	9.9
Minority	4,865,297	100.0	3.5	3.8	3.6	5.1	14.5	9.7	29.1	15.7	15.0
Men	2,877,173	100.0	4.6	3.7	3.1	4.0	5.1	14.5	33.4	19.0	12.7
Women	1,988,124	100.0	2.1	3.9	4.3	6.7	28.0	2.7	22.9	10.9	18.5
Black	3,204,504	100.0	3.0	2.5	3.4	4.7	14.3	8.9	31.1	15.4	16.8
Men	1,846,924	100.0	3.8	2.1	2.5	3.5	4.7	13.5	36.9	19.2	13.6
Women	1,357,580	100.0	1.9	2.9	4.6	6.2	27.3	2.5	23.2	10.2	21.1
Hispanic	1,301,441	100.0	3.9	2.9	3.1	5.7	13.5	12.2	27.9	18.7	12.2
Men	832,387	100.0	5.0	3.1	3.2	4.5	5.1	17.0	29.7	21.0	11.5
Women	469,054	100.0	2.0	2.5	2.9	7.9	28.3	3.6	24.6	14.8	13.5
Asian American	254,646	100.0	6.4	24.7	8.2	6.4	22.1	5.9	11.5	5.0	10.0
Men	131,812	100.0	9.6	28.8	10.0	6.5	10.6	9.1	10.0	5.4	10.1
Women	122,834	100.0	2.9	20.3	6.2	6.2	34.4	2.4	13.1	4.6	9.8
American Indian	104,706	100.0	8.8	4.7	4.5	7.0	13.1	15.2	25.1	12.9	8.8
Men	66,050	100.0	11.7	5.1	4.5	5.1	3.7	22.5	26.7	14.6	6.0
Women	38,656	100.0	3.8	4.0	4.5	10.2	29.1	2.7	22.2	9.9	13.6

Source: U. S. Equal Employment Opportunity Commission.

every ten male employees reported by private industry held craft jobs, while fewer than three of every 100 women were similarly employed. Managerial, professional, and technician positions provided employment for 29 percent of the men but for only one-half that proportion of women. These positions, in contrast to other occupations such as operative, clerical, or sales jobs, are more likely to be better paid and to provide greater opportunities for advancement.

One quarter of the reported positions in private industry were clerical and sales jobs. Some 47 percent of the more than 11 million working women in the 1975 EEO-1 survey were employed in such jobs, compared with 12 percent of the men. Sales positions for women, along with clerical jobs, are the more poorly paid of the white-collar occupations. That is, for women sales positions are low-paying; for men they are not. According to the Bureau of Labor Statistics, median weekly earnings of women working full-time as sales workers in 1975 were $102. In only one other occupational category, service workers, were women as poorly paid. 6/ For men, sales jobs, with median weekly earnings of $233, ranked below only managers and professional/technical workers. The disparity in male/female earnings among sales personnel results from the concentration of women in the low-pay retail positions selling general merchandise (e.g., in department stores), while men are more likely to be selling cars, factory equipment and other products which tend to provide much higher earnings.

Clerical and sales jobs were a particularly important source of EEO-1 reported employment for white women, almost half of whom were in these occupations. The proportions of black and Hispanic women working in these jobs were 34 and 36 percent, respectively. Operative, laborer, and service jobs were the major source of employment for black and Hispanic women, with approximately 54 percent of each group's reported workers employed in one or the other of these positions. The proportion of white female workers so employed was 32 percent.

6/ U.S. Department of Labor, Bureau of Labor Statistics, unpublished data from the Current Population Survey, May 1975.

Compared to white workers, minority employees, particularly blacks and Hispanics, were poorly placed occupationally. One-quarter of all whites were employed in the important managerial, professional, and technician categories, while only 11 percent of the minority work force were similarly employed. Specifically, only 9.9 percent of the Hispanic workers and an even smaller 8.9 percent of the blacks held such positions. In the well-paid craft positions, the proportions were less disparate but still not comparable; 14 percent of the whites but a smaller 10 percent of the minorities were employed in these choice blue-collar jobs.

A far greater share of minorities than whites were operatives, laborers, and service workers. In 1975, it was in these positions that 60 percent of all minorities, but only 34 percent of the whites, were employed. In particular, nearly two out of every three blacks reported employed in private industry and 59 percent of the Hispanic workers held jobs either in the poorer paid of the blue-collar occupational categories, i.e., as operatives or laborers, or in the service worker category.

The employment patterns of Asian Americans more closely resembled that of whites, and in some regards was better. Some 27 percent of Asian reported employees were in operative, laborer, and service positions, compared with one-third of the whites. Almost one of three Asians was employed as a professional or technician, well over twice the rate of whites. However, the proportion of Asians employed in managerial slots was only half that of whites. Among American Indians, 47 percent worked as operatives, laborers, or service workers. The occupational concentration of Indians in craft positions exceeded that of whites.

Participation Rates 7/

In every one of the white-collar occupations--whether official/manager, professional, technician, sales worker, or office/clerical worker--and in the well-paid craft category, blacks and Hispanics were represented at rates below their incidence in the civilian labor force. (See table D.) As a result, both black and Hispanic EEO-1 reported employees held disproportionately large shares of the lower-paid operative, laborer, and service positions. Black workers, 9.9 percent of the civilian labor force and 10.7 percent of the reported employee population, constituted only three percent of private industry's reported managers and professionals, but 15, 20, and 23 percent, respectively, of its operatives, laborers, and service workers. Hispanics, 4.4 and 4.3 percent, respectively, of the civilian labor force and of EEO-1 employment, held almost ten percent of the laborer jobs, 6.7 percent of the service jobs, and 5.6 percent of the operative positions. Only 1.6 percent of all managers and professionals were Hispanic.

The poor participation rates of both blacks and Hispanics among officials and managers are particularly conspicuous. This occupational category includes many more well-paid positions, as well as many jobs with advancement opportunities. In addition, it is individuals in these positions who determine corporate/employer policies and directions. The exclusion of minorities and women from such positions not only affects their own earnings potential, but also diminishes their ability to play a role in management decisions which affect employment opportunities for all minorities and women.

Asian Americans were well-represented in many of the white-collar occupations, particularly as professionals and technicians. However, the Asian managerial participation rate (.5 percent) was well below their incidence in total EEO-1 employment (.9 percent). Asians were also underrepresented in

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7/ Participation rate is the percent of jobs held by any specified group of employees, such as blacks or women. Participation rates may be computed for overall employment in any occupational category.

Table D. Participation Rates of EEO-1 Employees by Race/Ethnic Group/Sex, United States, 1975

Race/Ethnic Group/Sex	Total	Managers	Profes-sionals	Techni-cians	Sales Workers	Office & Clerical Workers	Craft Workers	Opera-tives	Laborers	Service Workers
Total - Number	29,944,509	3,179,848	2,439,917	1,450,364	2,634,395	4,895,341	4,028,797	6,468,969	2,472,722	2,374,156
Percent	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Men	62.9	85.8	70.0	66.7	52.2	19.8	92.9	69.7	69.3	46.6
Women	37.1	14.2	30.0	33.3	47.8	80.2	7.1	30.3	30.7	53.4
White	83.8	94.6	92.5	87.9	90.6	85.6	88.3	78.1	69.1	69.2
Men	53.2	81.7	65.7	60.5	47.9	16.8	82.5	54.9	47.2	31.3
Women	30.5	12.9	26.8	27.4	42.7	68.8	5.8	23.2	21.9	37.9
Minority	16.2	5.4	7.5	12.1	9.4	14.4	11.7	21.9	30.9	30.8
Men	9.6	4.1	4.4	6.2	4.3	3.0	10.4	14.8	22.1	15.3
Women	6.6	1.3	3.2	5.9	5.0	11.4	1.4	7.0	8.8	15.5
Black	10.7	3.0	3.2	7.5	5.7	9.4	7.0	15.4	20.0	22.7
Men	6.2	2.2	1.6	3.2	2.5	1.8	6.2	10.5	14.4	10.6
Women	4.5	.8	1.6	4.3	3.2	7.6	.8	4.9	5.6	12.1
Hispanic	4.3	1.6	1.5	2.8	2.8	3.6	3.9	5.6	9.9	6.7
Men	2.8	1.3	1.1	1.8	1.4	.9	3.5	3.8	7.1	4.0
Women	1.6	.3	.5	.9	1.4	2.7	.4	1.8	2.8	2.7
Asian American	.9	.5	2.6	1.4	.6	1.1	.4	.5	.5	1.1
Men	.4	.4	1.6	.9	.3	.3	.3	.2	.3	.6
Women	.4	.1	1.0	.5	.3	.9	.1	.2	.2	.5
American Indian	.3	.3	.2	.3	.3	.3	.4	.4	.5	.4
Men	.2	.2	.1	.2	.1	*	.4	.3	.4	.2
Women	.1	*	.1	.1	.1	.2	*	.1	.2	.2

*Less than 0.05 percent.
Source: U. S. Equal Employment Opportunity Commission.

sales positions and in every blue-collar occupational category. American Indians exceeded their total EEO-1 participation rate (.3) in each of the blue-collar and in the service job categories.

Women constituted 37.1 percent of all private sector employees reported to EEOC in 1975. This overall level of representation, however, was not attained in the higher earning white- and blue-collar jobs. Women were only 14 percent of the officials and but 7 percent of the craft workers. In contrast, women accounted for 80 percent of the clerical workers and more than one-half of the service employees.

Industry Employment Patterns

In 1975, better than 45 percent of the EEO-1 reported employees worked in manufacturing establishments, with another 17 percent employed in trade, and 14 percent in services. Transportation/communication/utilities accounted for 11 percent and finance/insurance/real estate, 7 percent, with the remainder employed in construction, mining, and agriculture. 10/

Although women were 37 percent of EEO-1 reported employees, the participation rate of women among the 12 industry divisions ranged from less than 10 percent in mining and construction to more than 50 percent in services, finance, and retail trade. (See table E.) What was particularly striking about female participation rates was their inverse relationship to earnings. In those major industry groups where women were underrepresented, earnings were above average; in industries where women attained high rates of participation, earnings were below average.

10/ Because of EEO-1 reporting requirements, the EEO-1 industrial configuration differs substantially from that reported by the Bureau of Labor Statistics. According to BLS, only three of every ten private nonfarm workers in 1975 were employed in manufacturing, with another 27 percent in trade and 22 percent in services. Transportation and finance each employed approximately 7 percent of the nonfarm workers; construction, 6 percent; and mining, 1 percent.

Table E. Earnings and EEO-1 Participation Rates by Major Industry Division and by Race/Ethnic Group/Sex, United States, 1975

Industry	Average Weekly Earnings	Total	Black	Hispanic	Asian American	American Indian	Women
Total	$164 1/	29,944,509	10.7	4.3	.9	.3	37.1
Agriculture	NA	105,507	12.9	24.2	1.0	.5	24.4
Mining	250	435,109	4.6	4.8	.2	.9	7.1
Construction	265	519,878	10.9	5.1	.6	.9	7.5
Manufacturing	190	14,074,620	10.7	4.4	.5	.3	27.9
Durable goods	205	8,597,142	9.9	4.2	.5	.3	22.2
Nondurable goods	169	5,477,478	12.0	4.8	.5	.4	36.8
Transportation, communication & public utilities	234	3,315,704	9.6	3.4	.6	.4	24.8
Trade	127	5,118,886	8.8	4.2	.8	.3	48.7
Wholesale	189	1,196,066	7.9	3.8	.8	.3	24.4
Retail	108	3,922,820	9.1	4.3	.8	.3	56.1
Finance, insurance & real estate	151	2,132,880	9.1	3.7	1.6	.2	58.8
Services	137	4,241,925	15.0	4.8	1.9	.3	59.7

1/ Total private, nonagricultural average weekly earnings of production or nonsupervisory workers.

NA = Not available.

Source: U. S. Equal Employment Opportunity Commission and U. S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, March 1976.

A majority of the women were employed in industries with below-average earnings. Four of every ten women included in the EEO-1 survey worked in either retail trade or services, where average weekly earnings were $108 and $137, respectively. 11/ Fewer than two of every ten men were employed in these industries. At the other end of the earnings scale, 53 percent of the men, but only half that proportion of the women, were employed in durable goods production, transportation, mining, or construction, where average weekly earnings ranged from $205 to $265.

Among all racial/ethnic groups, Asian Americans were most likely to be employed in the services industry. (See table F.) Thirty percent of the Asians and 20 percent of the blacks reported in the EEOC survey worked in the services industry, compared to only 13 percent of the whites. The proportion of Asians employed in the finance/insurance/real estate sector was also large. This is not surprising given the fact that this industry division is dominated by white-collar jobs, positions in which Asian Americans tend to be concentrated. Asians, however, were less likely than any other group to work in manufacturing, a largely blue-collar industry. Blacks and Asians were most poorly represented in mining, where employment of American Indians was particularly high.

The fifteen largest industries in the nation (as reported to EEOC) provided employment for six of every ten reported workers. 12/ (See table G.) Employment patterns of women showed a wide range in participation rates, with the highest levels occurring in the poorest paying industries, as noted earlier. The only major exception was the communications industry, where women were close to half of the work force.

11/ Earnings data are 1975 average weekly earnings of production or non-supervisory workers. U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, March 1976.

12/ There is a close correlation between the largest industries as reported to EEOC and as determined by the Bureau of Labor Statistics. However, as a result of EEO-1 reporting requirements, some retail trade and construction industries are not among the largest EEO-1 industries.

Table F. Earnings and EEO-1 Employment Distribution by Major Industry Division and by Race/Ethnic Group/Sex, United States, 1975

Industry	Average Weekly Earnings	All Employment	White	Black	Hispanic	Asian American	American Indian	Men	Women
Total	$164 1/	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Agriculture	NA	.4	.3	.4	2.0	.4	.5	.4	.2
Mining	250	1.5	1.6	.6	1.6	.3	3.9	2.1	.3
Construction	265	1.7	1.7	1.8	2.1	1.1	4.5	2.6	.3
Manufacturing	190	47.0	47.1	47.1	47.7	29.4	45.8	53.9	35.3
Durable goods	205	28.7	29.2	26.6	27.5	18.0	26.2	35.5	17.2
Nondurable goods	169	18.3	18.0	20.5	20.1	11.4	19.6	18.4	18.1
Transportation, communication, & public utilities	234	11.1	11.4	9.9	8.7	8.0	11.6	13.2	7.4
Trade	127	17.1	17.6	14.1	16.4	16.3	16.3	14.0	22.4
Wholesale	189	4.0	4.2	2.9	3.5	3.8	3.2	4.8	2.6
Retail	108	13.1	13.4	11.2	12.9	12.5	13.1	9.2	19.8
Finance, insurance, & real estate	151	7.1	7.3	6.1	6.0	13.2	4.2	4.7	11.3
Services	137	14.2	13.2	19.9	15.6	31.2	13.2	9.1	22.8

1/ Total private, nonagricultural average weekly earnings of production or nonsupervisory workers.
NA = Not available.
Source: U.S. Equal Employment Opportunity Commission and U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, March 1976.

Table G. Employment of Selected Minorities and Women in the Fifteen Largest EEO-1 Industries, United States, 1975

SIC	Industry		Average Weekly Earnings	EEO-1 Total Employment (000)	Minority (000) Total	Black	Hispanic	Women
	Total (000)	#	$164 1/	29,945	4,865	3,205	1,301	11,123
		%		100.0	16.2	10.7	4.3	37.1
80	Health services	#	131 2/	2,219	468	335	81	1,777
		%		100.0	21.1	15.1	3.6	80.1
37	Transportation equipment	#	243	1,816	288	221	54	250
		%		100.0	15.9	12.1	3.0	13.8
53	General merchandise stores	#	100	1,792	248	164	65	1,215
		%		100.0	13.8	9.2	3.6	67.8
35	Machinery, except electrical	#	219	1,585	163	102	49	285
		%		100.0	10.3	6.5	3.1	18.0
36	Electric & electronic equipment	#	181	1,582	223	135	68	608
		%		100.0	14.1	8.5	4.3	38.4
20	Food & kindred products	#	184	1,166	260	160	90	327
		%		100.0	22.3	13.7	7.7	28.0
48	Communication	#	220	1,065	152	109	33	511
		%		100.0	14.3	10.2	3.1	48.0
33	Primary metal	#	247	1,037	197	142	51	89
		%		100.0	19.0	13.7	4.9	8.6
28	Chemical products	#	220	963	133	97	27	221
		%		100.0	13.8	10.1	2.8	22.9
73	Business services	#	137 3/	930	212	149	48	292
		%		100.0	22.8	16.0	5.2	31.4
54	Food stores	#	128	926	106	60	36	350
		%		100.0	11.4	6.5	3.9	37.8
60	Banking	#	129	920	150	88	41	592
		%		100.0	16.3	9.5	4.5	64.3
34	Fabricated metal products	#	202	918	140	84	49	185
		%		100.0	15.2	9.2	5.3	20.2
63	Insurance carriers	#	160	843	116	79	23	485
		%		100.0	13.7	9.4	2.8	57.5
50	Wholesale trade-durable goods	#	189	759	90	56	25	178
		%		100.0	11.9	7.3	3.3	23.5

1/ Total private nonagricultural average weekly earnings of production or nonsupervisory workers.

2/ Earnings data are for hospitals (SIC 806) only. Close to 90 percent of all EEO-1 reported Health Service employees worked in hospitals.

3/ Earnings data are for all services.

Source: U. S. Equal Employment Opportunity Commission and U. S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, March 1976.

Although average weekly earnings in 1975 in this industry were quite high ($220), 76 percent of the women working in communications were employed in clerical positions, many as low-paid operators.

The fifteen largest industries according to the number of women employed would differ from the industry ranking for all employees appearing in Table G. Excluded would be primary metals, chemicals, fabricated metal products, and wholesale trade durables; the 8th, 9th, 13th, and 15th largest EEO-1 employers, where weekly earnings averaged $247, $220, $202, and $189, respectively. Added to the list would be apparel (the 18th largest EEO-1 reported industry but the 6th largest employer of women), eating and drinking places (17th largest industry, 8th largest employer of women), textile mill products (16th largest industry, 10th largest employer of women), and printing and publishing (20th largest industry, 15th largest employer of women). Average weekly earnings in these industries were $112, $72 13/, $133, and $198, respectively; once again, evidence of the relationship between above-average female participation rates and below-average industry employee earnings. 14/

SIC	Industry	1975 EEO-1 Employment	Women	
			Number	% of Total
23	Apparel	636,933	507,546	79.7
58	Eating & drinking places	640,003	353,315	55.2
22	Textile mill products	734,356	342,118	46.6
27	Printing & publishing	613,510	221,257	36.1

13/ Earnings data for the eating and drinking places industry relate to money payments only and do not include tips.

14/ Women constituted one-half or more of the employees in some 18 industries, according to EEO-1 data. In none of the industries for which earnings data were available did average weekly earnings exceed $160; the lowest earnings were $72. At the other end of the participation scale, women were less than 15 percent of the employees in another 18 industries. In only one of the industries for which data were available, lumber and wood products, were weekly earnings less than $200.

Major employers of Hispanic persons not included among the 15 largest EEO-1 industries were apparel (the 5th largest employer of Hispanics), eating and drinking places (12th largest), and hotels and other lodging places (the nation's 31st largest industry, but the 14th largest employer of Hispanics). One of every eight reported workers in the hotel industry was of Spanish origin. 15/

SIC	Industry	1975 EEO-1 Employment	Hispanic Number	Hispanic % of Total
23	Apparel	636,933	57,334	9.0
58	Eating & drinking places	640,003	39,187	6.1
70	Hotels & other lodgings	278,902	34,875	12.5

Textile mills, eating and drinking places, and the apparel industry were among the 15 largest employers of blacks.

SIC	Industry	1975 EEO-1 Employment	Black Number	Black % of Total
22	Textile mill products	734,356	136,588	18.6
58	Eating & drinking places	640,003	83,308	13.0
23	Apparel	636,933	83,277	13.1

Employment Patterns in Headquarters Establishments

Employees of multi-establishment firms constituted 80 percent of the private sector workers reported to EEOC in 1975. As noted earlier, each multi-establishment employer must file a separate EEO-1 report for its headquarters unit.

15/ Earnings data are available only for hotels, tourist courts, and motels (SIC 701) which account for 99 percent of EEO-1 employment in hotels and other lodging places. Weekly earnings, exclusive of tips, averaged $90 in this segment of the industry in 1975.

Approximately 4.1 million workers, or 14 percent of the surveyed employees, worked in the headquarters units of these multi-establishment firms. Because of the reporting requirements, it is possible to isolate and examine the patterns of utilization of minorities and women in these corporate policy and decision-making establishments.

Black and Hispanic employees constituted smaller proportions of headquarters employees than they did of employees in all EEO-1 reporting units. Blacks, 10.7 percent of total reported employees, were 9.1 percent of headquarters' workers. For Hispanic employees, the respective figures were 4.3 and 3.8 percent.

The underrepresentation of both these minority groups was related to the occupational makeup of the work force at headquarters establishments. In these units, white-collar positions predominate. These are the very occupations in which blacks and Hispanics have been most poorly represented. In headquarters units, white-collar jobs accounted for two of every three positions; in all establishments, they constituted one of every two reported jobs.

Table H. Occupational Distribution of EEO-1 Employees at Headquarters and All Establishments, United States, 1975

Occupation		Headquarters	All Establishments
Total	Number (000)	4,065	29,945
	Percent	100.0	100.0
Officials/Managers		15.5	10.6
Professionals		12.7	8.1
Technicians		6.2	4.8
Sales Workers		4.8	8.8
Office/Clerical Workers		28.3	16.3
Craft Workers		9.2	13.5
Operatives		13.8	21.6
Laborers		5.4	8.3
Service Workers		4.2	7.9

Source: U. S. Equal Employment Opportunity Commission.

As a result of these occupational patterns, positions which usually are a major source of black and Hispanic employment, i.e., operative, laborer, and service jobs, constituted a relatively smaller proportion of jobs at headquarters level. While 38 percent of all EEO-1 reported jobs were in these occupational categories, only 23 percent of the employees in headquarters units held such positions. As noted earlier, 63 percent of the black employees and 59 percent of the Hispanic workers in private industry derived their livelihood from these jobs.

The general pattern of black and Hispanic underrepresentation in official/managerial positions intensified at the headquarters level. Blacks' participation rate, only 3.0 percent in all establishments, was an even lower 2.3 percent at headquarters units. For Hispanics, the figures were 1.6 and 1.3 percent, respectively. In professional positions, both groups were as poorly represented in headquarters units as they were in all reporting establishments.

Of the four minority groups for which EEO-1 data are reported, only Asians had a higher headquarters participation rate. They held 1.1 percent of the multi-establishment headquarters jobs, compared with .9 percent of the positions at all establishments. The respective percentages for American Indians were .2 and .3 percent.

Women constituted 39.6 percent of headquarters employees and 37.1 percent of all workers. Again this pattern is related to the occupational structure of headquarters reporting units. In the case of women, their overrepresentation in clerical positions and the large proportion of such jobs at the headquarters level generated a higher overall level of participation in these units.

Table I. Participation Rates of Selected Minorities and Women at Headquarters and All Establishments, United States, 1975

Occupation	Black		Hispanic		Women	
	Headquarters	All Establishments	Headquarters	All Establishments	Headquarters	All Establishments
Total	9.1	10.7	3.8	4.3	39.6	37.1
Officials/Managers	2.3	3.0	1.3	1.6	12.7	14.2
Professionals	3.1	3.2	1.5	1.5	19.7	30.0
Technicians	6.8	7.5	3.0	2.8	25.5	33.3
Sales Workers	4.6	5.7	2.2	2.8	32.6	47.8
Office/Clerical Workers	10.8	9.4	3.8	3.6	81.8	80.2
Craft Workers	7.3	7.0	4.0	3.9	8.5	7.1
Operatives	14.0	15.4	6.8	5.6	31.2	30.3
Laborers	19.4	20.0	9.8	9.9	33.4	30.7
Service Workers	24.4	22.7	6.9	6.7	46.8	53.4

Source: U. S. Equal Employment Opportunity Commission.

In every white-collar occupational category, except office/clerical, women had a lower participation rate at headquarters establishments than they did among all reporting units. Women's participation rate among officials/managers, already low at 14.2 percent in all establishments, was an even lower 12.7 percent at headquarters. More striking is the fact that among professionals, women's utilization was lower by one-third--down from 30.0 to 19.7 percent.

Employment by Size of Reporting Unit

Blacks were represented at rates at or above their overall EEO-1 level of participation, 10.7 percent, in establishments with 250 or more employees. Beginning with the smallest reporting units, blacks generally were employed in increasingly larger proportions as the size of establishments increased. It appears that the larger the establishment, the greater the opportunity for black employment. The higher participation rate of blacks in reported private sector employment as com-

Table J. Participation Rates of EEO-1 Employees by Employment Size Class and by Race/Ethnic Group/Sex, United States, 1975

Employment Size Class	Black	Hispanic	Women
Total	10.7	4.3	37.1
Less than 50 employees	7.6	4.1	38.5
50 - 99	8.8	4.6	39.5
100 - 249	10.1	5.4	39.1
250 - 499	10.7	4.8	40.1
500 - 999	11.1	4.1	39.8
1,000 - 1,499	11.4	4.2	39.5
1,500 - 2,499	11.7	3.4	36.6
2,500 - 4,999	12.4	3.2	28.5
5,000 - 9,999	12.0	3.6	26.3
10,000 or more employees	12.9	2.6	19.8

Source: U. S. Equal Employment Opportunity Commission.

pared with their incidence in the civilian labor force (9.9 percent) may be, in part, the result of the size cutoffs in the EEO-1 reporting requirements. Since EEO-1 reports indicate that opportunities for blacks are better in larger establishments, the size limitations tend to exclude those employers more likely to have poorer records in the employment of blacks.

The participation rate of Hispanics was about equal to or in excess of their overall 4.3 percent level of representation in establishments with 50 to 499 employees. However, as the size of establishments rose above 250, the Hispanic share of employment declined, in opposite manner from the employment pattern of blacks.

Women equalled or exceeded their overall EEO-1 participation rate of 37.1 percent only in establishments with less than 1,500 employees. Their rate of representation dropped sharply when establishment employees numbered 2,500 or more. In units with 1,500 to 2,499 workers, women were 36.6 percent of all employees; in establishments with 2,500 to 4,999 employees, 28.5 percent. Larger-size units tend to be concentrated in manufacturing, particularly in durable goods, and in transportation and utilities. Women generally account for smaller proportions of the employees in these industries as a result of sex-stereotyping in employment.

Four of every five of the 150,000 establishments for which EEO-1 reports were filed in 1975 were facilities with fewer than 250 employees. (See table K.) Although these smaller establishments accounted for the bulk of the reporting units, they employed only one-third of the reported workers. The vast majority of the reporting establishments had less than 1,000 employees. However, reporting units of 1,000 or more, while relatively few in number (only 4,200 or 3 percent of the 150,000), employed nearly one-third of all EEO-1 workers.

Table K. Percent Distribution of EEO-1 Reporting Establishments and Employees, by Employment Size Class and by Race/Ethnic Group/Sex, United States, 1975

Employment Size Class	Reporting Establish-ments	Employees					
		Total	White	Black	Hispanic	Men	Women
Total: Number	150,376	29,944,509	25,079,212	3,204,504	1,301,441	18,821,545	11,122,964
Percent	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Less than 50 employees	32.1	5.6	5.8	3.9	5.2	5.4	5.8
50 - 99	23.7	8.4	8.6	6.9	8.8	8.1	8.9
100 - 249	26.6	20.7	20.6	19.5	25.8	20.1	21.9
250 - 499	10.0	17.3	17.2	17.3	19.0	16.5	18.7
500 - 999	4.7	16.1	16.1	16.8	15.4	15.5	17.3
1,000 - 1,499	1.3	7.8	7.7	8.3	7.6	7.5	8.3
1,500 - 2,499	.8	8.0	8.0	8.8	6.3	8.1	7.9
2,500 - 4,999	.5	8.0	7.9	9.2	5.9	9.1	6.1
5,000 - 9,999	.1	4.7	4.7	5.3	3.9	5.5	3.3
10,000 or more employees	*	3.3	3.3	4.0	2.0	4.2	1.8

*Less than 0.05 percent.
Source: U. S. Equal Employment Opportunity Commission.

Reflecting the poorer employment opportunities for women in large establishments, only 11.2 percent of the reported women workers were employed in reporting units with 2,500 or more workers, compared with 18.8 percent of the men. Establishments of this size employed 18.5 percent of the black workers and 15.9 percent of the white, but only 11.8 percent of the Hispanic workers.

Hawaii

Because of the unique racial/ethnic make-up of the population of Hawaii, employers are not required to report the racial/ethnic composition of their work force at establishments located in the State. Employers, however, must file EEO-1 data by sex. In 1975, women had a slightly higher rate of participation in private industry in Hawaii than in the mainland States, i.e., 39.9 percent compared with 37.1 percent. Their participation rates were higher in the State in every white-collar occupation (except technician) and lower in every blue-collar category. Women in Hawaii held an impressive 43.4 percent of the professional jobs--a figure above their rate of participation in total employment. Nationally, women were a smaller 30.0 percent of the professionals reported. In the important craft category, women's representation was particularly poor. Women numbered but 500 among the 12,000 craft workers reported employed in private industry in the State.

Table L. Participation Rates and Occupational Distribution of EEO-1 Employees by Sex, Hawaii, 1975

Occupation	Participation Rates		Occupational Distribution		
	Men	Women	Total	Men	Women
Employment - Number	60,218	39,977	100,195	60,218	39,977
Percent	60.1	39.9	100.0	100.0	100.0
Officials/Managers	79.6	20.4	10.0	13.2	5.1
Professionals	56.6	43.4	5.5	5.2	6.0
Technicians	69.0	31.0	3.5	4.0	2.7
Sales Workers	41.4	58.6	9.1	6.3	13.3
Office/Clerical Workers	18.9	81.1	16.9	5.3	34.4
Craft Workers	95.8	4.2	11.9	19.0	1.3
Operatives	89.2	10.8	11.5	17.1	3.1
Laborers	74.3	25.7	12.3	15.2	7.9
Service Workers	45.8	54.2	19.2	14.7	26.1

Source: U. S. Equal Employment Opportunity Commission.

The occupational distribution of EEO-1 workers in Hawaii and in all other States differed in two major respects. Operatives, 21.6 percent of the reported workers in mainland States, were only one-half that proportion of Hawaiian private sector employees. This difference is related to the relatively smaller role of manufacturing in Hawaii's economy. Service workers constituted one of every five EEO-1 employees in Hawaii, as compared with one of every twelve elsewhere.

AVAILABILITY OF EEO-1 DATA

To encourage the dissemination and use of EEO-1 data, the Commission maintains on microfilm specified data aggregations. EEO-1 data for 1975 which are available to data users, subject to confidentiality restrictions, are industry information for the United States, each State (except Hawaii), and each SMSA (except Honolulu). Data for each geographical aggregation are an "all industries" total and industry data at the two- and three-digit SIC code level.

In 1975, SMSA definitions were those contained in Federal Information Processing Standards Publication 8-4, Standard Metropolitan Statistical Areas, U. S. Department of Commerce, June 30, 1974. Industry definitions were those specified in the Standard Industrial Classification Manual, Executive Office of the President, Office of Management and Budget, 1972.

Formatted information from previous years' EEO-1 surveys is also available. All requests for EEO-1 data should be directed to:

Chief, Information Branch
Research Division
EEOC
2401 E Street, N.W.
Washington, D. C. 20506

APPENDIX

"Employer Information Report, EEO-1"
Instructions, Reporting Form, and
Memorandum to All Employers

JOINT REPORTING COMMITTEE
2401 E Street, N.W.
Washington, D.C. 20506

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D.C.

E Q U A L E M P L O Y M E N T O P P O R T U N I T Y

STANDARD FORM 100, EMPLOYER INFORMATION REPORT EEO-1
(RCS: GAO No. B180541--R0077)

INSTRUCTION BOOKLET

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all employers that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. See the Appendix for the applicable provisions of the law, Section 709(c) of Title VII and the applicable regulations, Section 1602.7-1602.14, Subpart B, Chapter XIV, Title 29 of the Code of Federal Regulations. State and local governments, school systems and educational institutions are covered by other employment surveys and are excluded from Standard Form 100, Employer Information Report EEO-1.

In the interests of consistency, uniformity and economy, Standard Form 100 has been jointly developed by the Equal Employment Opportunity Commission and the Office of Federal Contract Compliance of the U.S. Department of Labor, as a single form which meets the statistical needs of both programs. In addition, this form should be a valuable tool for companies to use in evaluating their own internal programs for insuring equal employment opportunity.

As stated above, the filing of Standard Form 100 is required by law; it is not voluntary. Under Section 709(c) of Title VII, the Equal Employment Opportunity Commission may compel an employer to file this form by obtaining an order from a United States District Court.

Under Section 209(a) of Executive Order 11246 the penalties for failure by a Federal contractor or subcontractor to comply may include termination of the Federal government contract and debarment from future Federal contracts.

1. WHO MUST FILE

Those who must file this report include all employers with 100 or more employees who are (1) subject to Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, excluding State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax-exempt private membership clubs other than labor organizations; (2) covered by Executive Order 11246, i.e., holders of Federal government prime contracts, subcontracts, or Federally-assisted construction contracts or subcontracts, amounting to more than $10,000; and holders of Federal government bills of lading, depositaries of Federal government funds, or issuing and paying agents of U.S. Savings Bonds and Notes, in any amount; and (3) subject to Title VII and less than 100 employees if the company is owned or affiliated with another company; if there is centralized ownership, control, and management, such as central control of personnel policies and labor relations, that the group legally constitutes a

single enterprise; and if the entire enterprise employs a total of 100 or more employees.

Only those establishments located in the District of Columbia and the 50 states are required to submit Standard Form 100. No reports should be filed for establishments in Puerto Rico, the Virgin Islands, etc.

2. WHO MUST KEEP RECORDS

Every employer with 15 or more employees must make and keep records and statistics which would be necessary for the completion of Standard Form 100, as set forth in these instructions.

3. HOW TO FILE

The Standard Form 100 is a five-part snapout form. File the original and first two copies with the Joint Reporting Committee. The remaining two copies may be retained for employer records.

All single-establishment employers, i.e. employers doing business at only one establishment in one location, must complete a single Standard Form 100.

All multi-establishment employers, i.e. employers doing business at more than one establishment must file (1) a report covering the principal or headquarters office; (2) a separate report for each establishment employing 25 or more persons; (3) a consolidated report. The consolidated report should include all employees in establishments with fewer than 25 employees. A list, showing the name, address, total employment and major activity for each establishment employing less than 25 persons, must accompany the consolidated report. The total number of employees indicated on the headquarters report, the establishment reports, and the list of establishments with less than 25 employees, must equal the total number of employees shown on the consolidated report.

All forms for a multi-establishment company should be collected by the headquarters office and submitted in one package.

All requests for additional forms should be directed to the address indicated in the attached memorandum and not as indicated in Section 1602.7.

4. WHEN TO FILE

This annual report must be filed with the Joint Reporting Committee no later than May 31.

Employment figures from any pay period in January through May may be used. Those previously reporting year-end figures may continue to do so.

5. WHERE TO FILE

The completed report should be forwarded in one package to the address indicated in the attached memorandum.

6. REQUESTS FOR INFORMATION AND SPECIAL PROCEDURES (FORMERLY SECTION 4(C))

An employer who claims that preparation or the filing of Standard Form 100 would create undue hardship may apply to the Commission for a special reporting procedure. In such cases, the employer should submit in writing an alternative proposal for compiling and reporting information to: The EEO-1 Coordinator, 2401 E.Street, N.W., Washington, D. C. 20506.

Only those special procedures approved in writing by the Commission are authorized. Such authorizations remain in effect until notification of cancellation is given. All requests for information should be sent to the same address.

Computer printouts are acceptable, but must contain all address label codes and follow the format of this year's printed report, identifying each item by section and by item number, and must contain complete information for each item required to be filled in on this form. In addition to the above, all computer printouts must be accompanied by a Certification Statement similar to that under Section G of Standard Form 100. Printouts not meeting these requirements will be returned.

7. CONFIDENTIALITY

All reports and information from individual reports will be kept confidential, as required by Section 709(e) of Title VII. Only data aggregating information by industry or area, in such a way as not to reveal any particular employer's statistics, will be made public. The prohibition against disclosure mandated by Section 709(e) does not apply to the Office of Federal Contract Compliance and contracting agencies of the Federal government which require submission of SF 100 pursuant to Executive Order 11246. Reports from prime contractors and subcontractors doing business with the Federal government may not be confidential under Executive Order 11246.

HOW TO PREPARE STANDARD FORM 100

Definitions of Terms and Categories are Located in the Appendix

SECTION A -- TYPE OF REPORT

Check one box indicating type of report.

SECTION B -- COMPANY IDENTIFICATION

Items 1b, 2b, and 3b -- Employer Identification Number refers to the 9-digit number which an employer has been assigned by Internal Revenue for payroll tax and business income tax reporting purposes.

Item 3--Establishment For Which This Report Is Filed refers to each company establishment where 25 or more persons are employed.

SECTION C--EMPLOYERS WHO ARE REQUIRED TO FILE

Questions 1 thru 3 must be answered by all employers. If the answer is "NO" to questions 1 and 2, skip to Section G; otherwise complete the entire form.

SECTION D--EMPLOYMENT DATA

Employment data should include ALL full-time, part-time and temporary employees who were employed during the selected payroll period, except those employees specifically excluded as indicated in the Appendix, as well as separate employment by sex for all employees for each of the nine occupational categories.

Establishments located in Hawaii will report only total employment, total male employment and total female employment (Columns 1, 2 and 3, Section D) for each occupational category. They need not complete Columns 4 thru 11.

On-the-job trainees should be reported in each column, where appropriate, as well as in the space provided at the bottom of Section D.

a. Race/Sex Data -- See Appendix for detailed explanation of job categories and race/ethnic identification.

Every employee must be accounted for in one and only one of the categories in Columns 4 thru 11.

b. Occupational Data -- Employment data should be reported by job category. Report each employee in only one job category. In order to simplify and standardize the method of reporting, all jobs are considered as belonging in one of the broad occupations shown in the table. To assist you in determining

where to place your jobs within the occupational categories, a description of job categories is in the Appendix. For further clarification, you may wish to consult the Alphabetical and Classified Indices of Industries and Occupations (1970 Census) published by the U.S. Department of Commerce, Census Bureau.

SECTION E -- ESTABLISHMENT INFORMATION

All questions must be answered. Questions 2 and 3 refer to the major product or group of products manufactured or distributed, or services rendered. The major activity should be sufficiently descriptive to identify the industry and product produced or service provided. If an establishment is engaged in more than one activity, describe the activity at which the greatest number of employees work.

SECTION F -- REMARKS

Include in this section any remarks, explanations, or other pertinent information regarding this report.

SECTION G -- CERTIFICATION

If all reports have been completed at headquarters, the authorized official should check Item No. 1 and sign the consolidated report only.

If the reports have been completed by the individual establishments, the authorized official should check Item No. 2 and sign the establishment report.

APPENDIX

1. DEFINITIONS APPLICABLE TO ALL EMPLOYERS

a. "Commission" refers to the Equal Employment Opportunity Commission.

b. "OFCC" refers to the Office of Federal Contract Compliance, U.S. Department of Labor, established to implement Executive Order 11246 (dated September 24, 1965).

c. "Joint Reporting Committee" is the committee representing the Commission and OFCC for the purpose of administering this report system.

d. "Employer," under Section 701(b), Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 means a person engaged in an industry affecting commerce who has fifteen or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year, and any agent of such a person, but such term does not include the United States, a corporation wholly owned by the Government of the United States, an Indian tribe, or any department or agency of the District of Columbia subject by statute to procedures of the competitive service (as defined in section 2102 of title 5 of the United States Code), or a bona fide private membership club (other than a labor organization) which is exempt from taxation under section 501(c) of the Internal Revenue Code of 1954; OR any person or entity subject to Executive Order 11246 who is a Federal government prime contractor or subcontractor at any tier (including a bank or other establishment serving as a depositary of Federal government funds, or an issuing and paying agent of U.S. Savings Bonds and Notes, or a holder of a Federal government bill of lading) or a Federally-assisted construction prime contractor or subcontractor at any tier.

e. "Employee" means any individual on the payroll of an employer who is an employee for purposes of the employer's withholding of Social Security taxes except insurance salesmen who are considered to be employees for such purposes solely because of the provisions of Section 3121(d)(3)(B) of the Internal Revenue Code. The term "employee" SHALL NOT include persons who are hired on a casual basis for a specified time, or for the duration of a specified job, and work on remote or scattered sites or locations where it is not practical or feasible for the employer to make a visual survey of the work force within the report period; for example, persons at a construction site whose employment relationship is expected to terminate with the end of the employee's work at the site; persons temporarily employed in any industry other than construction, such as seamen, longshoremen, waiters, movie extras, agricultural laborers, lumbermen, etc., who are obtained through a hiring hall or other referral arrangement, through an employee contractor or agent, or by some individual hiring arrangement; or persons on the payroll of a temporary service agency who are referred by such agency for work to be performed on the premises of another employer under that employer's direction and control.

It is the opinion of the General Counsel of the Commission that Section 702, Title VII of the Civil Rights Act of 1964, as amended, does not authorize a complete exemption of religious organizations from the coverage of the Act or of the reporting requirements of the Commission. The exemption for religious organizations applies to discrimination on the basis of religion. Therefore, since Standard Form 100 does not provide for information as to the religion of employees, religious organizations must report all information required by this form.

f. "Commerce" means trade, traffic, commerce, transportation, transmission, or communication among the several States; or between a State and any place outside thereof; or within the District of Columbia, or a possession of the United States; or between points in the same State but through a point outside thereof.

g. "Industry Affecting Commerce" means any activity, business or industry in commerce or in which a labor dispute would hinder or obstruct commerce or the free flow of commerce and includes any activity or industry "affecting commerce" within the meaning of the Labor Management Reporting and Disclosure Act of 1959. Any employer of 15 or more persons is presumed to be in an "industry affecting commerce."

h. "Employer Identification Number" is the 9-digit number which each legal entity (corporation, partnership, or sole proprietorship) has been assigned on the basis of its application (Form SS-4) to Internal Revenue Service for an identification number, and is used to identify the company on all company reports to the Social Security Administration and to the Internal Revenue Service. This number should also be used on all employer information reports and communications concerning these reports.

i. "Establishment" is an economic unit which produces goods or services, such as factory, office, store, or mine. In most instances, the establishment is at a single physical location and is engaged in one, or predominantly one, type of economic activity (definition adapted from the 1957 Standard Industrial Classification Manual).

Units at different physical locations, even through engaged in the same kind of business operation should be reported as separate establishments. For locations involving construction, transportation, communications, electric, gas, and sanitary services, oil and gas

fields, and similar types of physically dispersed industrial activities, however, it is not necessary to list separately each individual site, project, field, line, etc., unless it is treated by you as a separate legal entity with a separate EI number. For these types of activities, list as establishments only those relatively permanent main or branch offices, terminals, stations, etc., which are either (a) directly responsible for supervising such dispersed activities, or (b) the base from which personnel and equipment operate to carry out these activities. (Where these dispersed activities cross State lines, at least one such "establishment" should be listed for each State involved.)

j. "Major Activity" means the major product or group of products produced or handled, or services rendered by the reporting unit (e.g., manufacturing airplane parts, retail sales of office furniture) in terms of the activity at which the greatest number of all employees work. The description includes the type of product manufactured or sold or the type of service provided. The major activity of the headquarters office is the major activity of the entire company.

2. DEFINITIONS APPLICABLE ONLY TO GOVERNMENT CONTRACTORS SUBJECT TO EXECUTIVE ORDER 11246

a. "Order" means Executive Order 11246, dated September 24, 1965.

b. "Contract" means any Government contract or any federally assisted construction contract.

c. "Prime Contractor" means any employer having a Government contract or any federally assisted construction contract, or any employer serving as a depositary of Federal Government funds.

d. "Subcontractor" means any employer having a contract with a prime contractor or another subcontractor calling for supplies or services required for the performance of a Government contract or federally assisted construction contract.

e. "Contracting Agency" means any department, agency and establishment in the Executive Branch of the Government, including any wholly owned Government corporation, which enters into contracts.

f. "Administering Agency" means any department, agency and establishment in the Executive Branch of the Government, including any wholly owned Government corporation, which administers a program involving federally assisted construction contracts.

g. "Compliance Agency" means the agency designated by the Director of the Office of Federal Contract Compliance to conduct compliance reviews and to undertake such other responsibilities in connection with the administration of Executive Order 11246 as the Director may determine to be appropriate.

3. RESPONSIBILITIES OF PRIME CONTRACTORS

a. At the time of an award of a subcontract subject to these reporting requirements, the prime contractor shall inform the subcontractor of its responsibility to submit annual information reports in accordance with these instructions and, where necessary, provide the subcontractor with copies of Standard Form 100 which it shall obtain from its Compliance Agency.

b. If prime contractors are required by their Compliance Agencies, or subcontractors by their prime contractors, to submit notification of filing, they shall do so by ordinary correspondence. However, such notification is not required by and should not be sent to the Joint Reporting Committee.

4. RACE/ETHNIC IDENTIFICATION

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the work force, or from post-employment records as to the identity of employees. An employee may be included in the minority group to which he or she appears to belong, or is regarded in the community as belonging.

Since visual surveys are permitted, the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. However, although the Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instructions or otherwise.

Please note that the General Counsel of the Commission has ruled, on the basis of court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possibly conflicting state or local laws.

The concept of race as used by the Equal Employment Opportunity Commission does NOT denote clearcut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, person should be counted in more than <u>one</u> race/ethnic category.

For purposes of this report, the term Spanish Surnamed American is deemed to include all persons of Mexican, Puerto Rican, Cuban or Spanish origin. Eskimos and Aleuts should be included in the American Indian category.

5. DESCRIPTION OF JOB CATEGORIES

<u>Officials and managers</u>.--Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

<u>Professional</u>.--Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

<u>Technicians</u>.--Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

Sales.--Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

Office and clerical.--Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (skilled).--Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives (semiskilled).--Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics) plumbers, bricklayers, carpenters, electricians, machinists, mechanics, plumbers, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, deliverymen and routemen, dressmakers and seamstresses (except factory), dryers, furnacemen, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motormen, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firemen, truck and tractor drivers, weavers (textile), welders, and flamecutters, and kindred workers.

Laborers (unskilled).--Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service workers.--Workers in both protective and nonprotective service occupations. Includes: attendants (hospital and other institution, professional and personal service, including nurses aides, and orderlies),

On-the-job trainees:

Production.--Persons engaged in formal training for craftsmen--when not trained under apprentice programs--operative, laborer and service occupations.

White collar.--Persons engaged in formal training, for official, managerial professional, technical, sales, office and clerical occupations.

6. LEGAL BASIS FOR REQUIREMENTS

SECTION 709(c), TITLE VII, CIVIL RIGHTS ACT of 1964

(As Amended by the Equal Employment Opportunity Act of 1972)

Recordkeeping; reports

Every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports therefrom as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders thereunder. The Commission shall, by regulation, require each employer, labor organization, and joint labor-management committee subject to this title which controls an apprenticeship or other training program to maintain such records as are reasonably necessary to carry out the purposes of this title, including, but not limited to, a list of applicants who wish to participate in such program, including the chronological order in which applications were received, and to furnish to the Commission upon request, a detailed description of the manner in which persons are selected to participate in the apprenticeship or other training program. Any employer, employment agency, labor organization, or joint labor-management committee which believes that the application to it of any regulation or order issued under this section would result in undue hardship may apply to the Commission for an exemption from the application of such regulation or order, and, if such application for an exemption is denied, bring a civil action in the United States district court for the district where such records are kept. If the Commission or the court, as the case may be, finds that the application of the regulation or order to the employer, employment agency, or labor organization in question would impose an undue hardship, the Commission or the court, as the case may be, may grant appropriate relief. If any person required to comply with the provisions of this subsection fails or refuses to do so, the United States district court for the district in which such person is found, resides, or transacts business, shall, upon application of the Commission, or the Attorney General in a case involving a government, governmental agency or political subdivision, have jurisdiction to issue to such person an order requiring him to comply.

TITLE 29, CHAPTER XIV, CODE OF FEDERAL REGULATIONS

Subpart B--Employer Information Report

§ 1602.7 Requirement for filing of report.

On or before March 31, 1967, and annually thereafter, every employer subject to Title VII of the Civil Rights Act of 1964 which meets the 100-employee test set forth in section 701(b) thereof shall file with the Commission or its delegate executed copies of Standard Form 100, as revised (otherwise known as "Employer Information Report EEO-1") in conformity with the directions set forth in the form and accompanying instructions. Notwithstanding the provisions of Section 1602.14, every such employer shall retain at all times at each reporting unit, or at company or divisional headquarters, a copy of the most recent report filed for each such unit and shall make the same available if requested by an officer, agent or employee

of the Commission under the authority of section 710(a) of Title VII. Appropriate copies of Standard Form 100 in blank will be supplied to every employer known to the Commission to be subject to the reporting requirements, but it is the responsibility of all such employers to obtain necessary supplies of same prior to the filing date from the Joint Reporting Committee, Federal Depot, 1201 East 10th Street, Jeffersonville, Indiana 47130.

§ 1602.8 Penalty for making of willfully false statements on report.

The making of willfully false statements on Report EEO-1 is a violation of the United States Code, Title 18, section 1001, and is punishable by fine or imprisonment as set forth therein.

§ 1602.9 Commission's remedy for employer's failure to file report.

Any employer failing or refusing to file Report EEO-1 when required to do so may be compelled to file by order of a U.S. District Court, upon application of the Commission.

§ 1602.10 Employer's exemption from reporting requirements.

If an employer is engaged in activities for which the reporting unit criteria described in section 4(c) of the Instructions are not readily adaptable, special reporting procedures may be required. In such case, the employer should so advise by submitting to the Commission or its delegate a specific proposal for an alternative reporting system prior to the date on which the report is due. If it is claimed the preparation or filing of the report would create undue hardship, the employer may apply to the Commission for an exemption from the requirements set forth in this part.

§ 1602.11 Additional reporting requirements.

The Commission reserves the right to require reports other than that designated as the Employer Information Report EEO-1, about the employment practices of individual employers or groups of employers whenever, in its judgment, special or supplemental reports are necessary to accomplish the purposes of Title VII. Any system for the requirement of such reports will be established in accordance with the procedures referred to in section 709(c) of Title VII and as otherwise prescribed by law.

Subpart C--Recordkeeping by Employers

§ 1602.12 Records to be made or kept.

The Commission has not adopted any requirement, generally applicable to employers, that records be made or kept. It reserves the right to impose record-keeping requirements upon individual employers or groups of employers subject to its jurisdiction whenever, in its judgment, such records (a) are necessary for the effective operation of the EEO-1 reporting system or of any special or supplemental reporting system as described above; or (b) are further required to accomplish the purposes of Title VII. Such record-keeping requirements will be adopted in accordance with the procedures referred to in section 709(c), and as otherwise prescribed by law.

§ 1602.13 Records as to racial or ethnic identity of employees.

Employers may acquire the information necessary for completion of Items 5 and 6 of Report EEO-1 either by visual surveys of the work force, or at their option, by the maintenance of post-employment records as to the identity of employees where the same

is permitted by State law. In the latter case, however, the Commission recommends the maintenance of a permanent record as to the racial or ethnic identity of an individual for purpose of completing the report form only where the employer keeps such records separately from the employee's basic personnel form or other records available to those responsible for personnel decisions, e.g., as part of an automatic data processing system in the payroll department.

§ 1602.14 Preservation of records made or kept.

(a) Unless the employer is subject to a State or local fair employment practice law or regulation governing the preservation of records and containing requirements inconsistent with those stated in this part, any personnel or employment record made or kept by an employer (including but not necessarily limited to application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) shall be preserved by the employer for a period of 6 months from the date of the making of the record or the personnel action involved, whichever occurs later. In the case of involuntary termination of an employee, the personnel records of the individual terminated shall be kept for a period of 6 months from the date of termination. Where a charge of discrimination has been filed, or an action brought by the Attorney General, against an employer under Title VII, the respondent employer shall preserve all personnel records relevant to the charge or action until final disposition of the charge or the action. The term "personnel records relevant to the charge," for example, would include personnel or employment records relating to the charging party and to all other employees holding positions similar to that held or sought by the charging party; and application forms or test papers completed by an unsuccessful applicant and by all other candidates for the same position as that for which the charging party applied and was rejected. The date of "final disposition of the charge or the action" means the date of expiration of the statutory period within which a charging party may bring an action in a U.S. District Court or, where an action is brought against an employer either by a charging party or by the Attorney General, the date on which such litigation is terminated.

(b) The requirements of this section shall not apply to application forms and other pre-employment records of applicants for positions known to applicants to be of a temporary or seasonal nature.

Standard Form 100 (Revised)
February 1975
Approved GAO B-180541 (R0077)
100-208
Approval Expires 12/31/75

EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER INFORMATION REPORT EEO-1

Joint Reporting Committe

- Equal Employment Opportunity Commission
- Office of Federal Contract Compliance

Section A — TYPE OF REPORT

Refer to instructions for number and types of reports to be filed.

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1) ☐ Single-establishment Employer Report

Multi-establishment Employer:
(2) ☐ Consolidated Report
(3) ☐ Headquarters Unit Report
(4) ☐ Individual Establishment Report (submit one for each establishment with 25 or more employees)
(5) ☐ Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only)_____

Section B — COMPANY IDENTIFICATION *(To be answered by all employers)*

OFFICE USE ONLY

1. Name of Company which owns or controls the establishment for which this report is filed (If same as label, skip to item 2, this section) — a.

Address (Number and street)	City or town	County	State	ZIP code	b.

b. Employer Identification No.

2. Establishment for which this report is filed.

a. Name of establishment — c.

Address (Number and street)	City or town	County	State	ZIP code	d.

b. Employer Identification No. (If same as label, skip.)

3. Parent of affiliated company (Multi-establishment Employers: Answer on Consolidated Report only)

a. Name of parent or affiliated company — b. Employer Identification No.

Address (Number and street)	City or town	County	State	ZIP code

Section C — EMPLOYERS WHO ARE REQUIRED TO FILE *(To be answered by all employers)*

☐ Yes ☐ No 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?

☐ Yes ☐ No 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?

NOTE: If the answer is NO to BOTH questions, skip to Section G; otherwise complete ENTIRE form.

☐ Yes ☐ No 3. Does the company or any of its establishments (a) have a prime contract with any agency of the Federal Government, a Federally-assisted construction contract, or a subcontract at any tier under any prime Government contract, amounting to more than $10,000; or (b) serve as a depository of Federal Government funds; or (c) serve as an issuing and paying agent of U.S. Savings Bonds and Notes; or (d) hold a Federal Government bill of lading in any amount?

Section D — EMPLOYMENT DATA

Employment at this establishment--Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

In columns 1, 2, and 3, include ALL employees in the establishment including those in minority groups.

Job Categories (See Appendix (5) for definitions)	TOTAL EMPLOYEES IN ESTABLISHMENT			MINORITY GROUP EMPLOYEES (See Appendix (4) for definitions)							
				MALE				FEMALE			
	Total Employees Including Minorities (1)	Total Male Including Minorities (2)	Total Female Including Minorities (3)	Negro (4)	Oriental (5)	American Indian * (6)	Spanish Surnamed American (7)	Negro (8)	Oriental (9)	American Indian * (10)	Spanish Surnamed American (11)
Officials and managers											
Professionals											
Technicians											
Sales workers											
Office and clerical											
Craftsmen (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service workers											
TOTAL →											
Total employment reported in previous EEO-1 report											

(The trainees below should also be included in the figures for the appropriate occupational categories above)

		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Formal On-the-job trainees	White collar											
	Production											

* In Alaska include Eskimos and Aleuts with American Indians

1. NOTE: On consolidated report, skip questions 2-5 and Section E.
2. How was information as to race or ethnic group in Section D obtained?
   1 ☐ Visual Survey
   2 ☐ Employment Record
   3 ☐ Other — Specify .....
3. Dates of payroll period used –
4. Pay period of last report submitted to this establishment
5. Does this establishment employ apprentices?
   This year? 1 ☐ Yes 2 ☐ No
   Last year? 1 ☐ Yes 2 ☐ No

Section E — ESTABLISHMENT INFORMATION

1. Is the location of the establishment the same as that reported last year?
   1 ☐ Yes 2 ☐ No 3 ☐ Did not report last year 4 ☐ Reported on combined basis

2. Is the major business activity at this establishment the same as that reported last year?
   1 ☐ Yes 2 ☐ No 3 ☐ No report last year 4 ☐ Reported on combined basis

OFFICE USE ONLY

3. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.

e.

Section F — REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units, and other pertinent information.

Section G — CERTIFICATION (See instructions G)

Check one

1. ☐ All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
2. ☐ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature	Date

Name of person to contact regarding this report (Type or print)	Address (Number and street)				
Title	**City and State**	**ZIP code**	**Telephone Area Code**	**Number**	**Extension**

All reports and information obtained from individual reports will be kept confidential as required by Section 709 (e) of Title VII

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001

JOINT REPORTING COMMITTEE
2401 E STREET, N.W.
WASHINGTON, D.C. 20506

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

OFFICE OF FEDERAL CONTRACT COMPLIANCE

MEMORANDUM TO ALL EMPLOYERS

SUBJECT: 1975 Employer Information Report EEO-1

NEW EEO-1 FILING REQUIREMENT (Correction to Page 1 of Instruction Booklet - "Who Must File" for Federal Government Contractors Only)

All Federal contractors are required to file annual, complete and accurate reports on Standard Form 100 who:

I. Are not exempt as provided for by 41 CFR 60-1.5

II. Have 50 or more employees.

III. Are prime contractors or a first-tier subcontractor, and have a contract, subcontract, or purchase order amounting to $50,000 or more.

IV. Or serve as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes.

NOTE: ALL FEDERAL CONTRACTORS WHO MEET THE ABOVE FILING REQUIREMENTS MUST CHECK 'YES' TO QUESTION 3 UNDER SECTION C OF THE FORM. PLEASE DISREGARD THE INFORMATION GIVEN ON PAGE 3 OF THE INSTRUCTIONS REGARDING SECTION C.

Failure to file timely, complete and accurate reports as required constitutes noncompliance with the prime contractor's or subcontractor's obligations under the Equal Opportunity Clause and is grounds for the issuance of a notice to show cause within 30 days, why appropriate action to ensure compliance should not be instituted. Penalties include an Order for cancellation or termination of existing contracts or for debarment from further contracts or subcontracts, as provided by Section 209 of Executive Order 11246, as amended.

Financial institutions with less than fifty (50) employees should complete the tear-off section below and return it with their signed EEO-1 forms.

(PLEASE SEE REVERSE SIDE)

E.I. NUMBER ___ ___ ___ ___ ___ ___ ___ ___ ___
COMPANY NAME _____
STREET ADDRESS (P.O. BOX) _____
CITY/STATE/ZIP _____
TOTAL EMPLOYEES _____

GENERAL INFORMATION

The filing deadline for the 1975 EEO-1 Survey is May 31. All forms should be mailed to:

Joint Reporting Committee
P. O. Box 9336
Philadelphia, Pennsylvania 19139

FOR ADDITIONAL FORMS, PLEASE WRITE TO THE ABOVE ADDRESS OR CALL (215)687-8074.

The S.F. Form 100 has been approved by the U.S. General Accounting Office under number B-180541 (R0077). The approval expires December 31, 1975. Due to a large stock of forms on hand, the GAO clearance information was not required to be printed on the form.

NOTE: PLEASE REMOVE ALL CARBONS FROM THE FORMS

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